

# U.S. Department of Energy

OAK RIDGE OPERATIONS OFFICE

## ANNOUNCEMENT

OR A 3630

October 6, 1998

### SUBJECT: SCHEDULING OF ANNUAL LEAVE

Employees and supervisors are reminded that the leave year ends on January 2, 1999, and you should assure that excess annual leave is planned, scheduled, and approved prior to November 20, 1998. Any annual leave in excess of 240 hours which is not used (or donated to a participant in the Voluntary Leave Transfer Program) by the end of the year is normally forfeited. Requesting organizations will be responsible for notifying the payroll office of approved restoration requests.

Under the following conditions, forfeited annual leave may be restored:

1. Exigency of Public Business. There are two requirements in the law which must be met to restore leave in this case:
  - a. The exigency must be of such importance as to preclude the use of scheduled leave. This determination must be made by the Manager, Oak Ridge Operations (ORO), or Manager, Office of Scientific and Technical Information (OSTI). Principal Staff members should use the form on the reverse to request approval of exigency requests. Each request should clearly state the beginning and ending dates of the proposed exigency and reasons why other alternatives cannot be used to prevent the forfeiture of leave.
  - b. The leave, which must be cancelled by the supervisor due to the exigency, must have been scheduled and approved by the supervisor (written documentation required) by November 20, 1998.
2. Illness. Annual leave that is forfeited because of illness may be restored if it was scheduled and approved by November 20, 1998, and if the illness occurred so late in the leave year, or is of such duration that the leave cannot be rescheduled within the leave year. Requests for restoration of annual leave should be directed by a member of Principal Staff to the Assistant Manager for Administration, ORO, or Assistant Manager for Resource Management, OSTI (through the Personnel Division). This request should include documentation of the period and amount of leave which was approved, scheduled, and subsequently cancelled due to illness as well as why other alternatives could not be used to prevent forfeiture.
3. Administrative Error. When an administrative error causes the loss of annual leave, the leave may be restored on a case-by-case basis depending on the circumstances involved.

Lois Jago, Chief  
Personnel and Management  
Analysis Branch

Attachment

DISTRIBUTION: TO ALL ORO & OSTI EMPLOYEES

No: 1

**REQUEST FOR DETERMINATION OF EXIGENCY OF PUBLIC BUSINESS AND LEAVE RESTORATION**

**I request that a determination be made that an exigency of the public business exists as described below. Previously approved annual leave for the affected employee(s) must be cancelled.**

**Nature of Exigency (describe in detail):**

**Organizational Unit:** \_\_\_\_\_

**Employee(s) Affected:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Beginning and Ending Dates of Exigency:** \_\_\_\_\_ **Number of Hours Requested:** \_\_\_\_

**Recommended by:** \_\_\_\_\_  
(Division Director or above) **Date**

**Concur:** \_\_\_\_\_  
Chief, Personnel & Management Analysis Branch **Date**

**Approved:** \_\_\_\_\_  
Manager, Oak Ridge Operations or Manager, OSTI **Date**

**An employee whose annual leave has been scheduled and approved by his or her supervisor in writing before the start of the third biweekly pay period prior to the end of this leave year is eligible to request restoration of leave forfeited due to the declaration of this exigency. An approved and dated leave request (SF-71), signed by both the employee and his/her supervisor, is attached.**

**This request for restoration of leave meets all applicable regulatory requirements.**

\_\_\_\_\_  
**Date** **Personnel Management Specialist**

**I concur in this request for restoration of leave.**

\_\_\_\_\_  
**Date** **Patricia Howse-Smith, Director, Personnel Division**

**Approved:** \_\_\_\_\_  
Assistant Manager for Administration, ORO or **Date**  
Assistant Manager for Resource Management, OSTI